



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2007-009

Date: September 13, 2007

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management

RE: Homeland Security Grant Program (HSGP) Modification Requests

The purpose of this Grant Management Memorandum (GMM) is to clarify some outstanding issues surrounding the process to submit a Grant Modification Request to the Governor's Office of Homeland Security (OHS) for review. This process applies to all OHS subgrantees currently receiving homeland security funding. Subgrantees are reminded that they may submit one (1) modification request per quarter to their Program Representative at the OHS.

Several Fiscal Management Workshops were held across the state in July 2007 to explain this process in greater detail. Following those training sessions, a step-by-step numeric process and detailed flowchart (last page) were designed to further assist subgrantees in meeting this modification requirement utilizing the Financial Management Forms Workbook (FMFW).

It is anticipated these steps will ensure all modification requests are complete and accurate before being processed into the Automated Ledger System (ALS). This shall also alleviate many of the other delays associated with submitting and receiving an approval for grant modifications.

Basically, subgrantees electronically submit their modification request using the FMFW to their Program Representative (PR). The PR reviews the modification request and works with the subgrantee to correct any errors that may have been identified.

The PR creates and returns an "approved" modification tab in the FMFW and returns to the sender. The subgrantee then prints the (1) original modification sheet, (2) approved modification sheet, and (3) signature page.

The original modification request worksheet (showing the changes made) along with the approved modification worksheet and signature page with an original signature from an Authorized Agent is then sent by mail to the address below:

Governor's Office of Homeland Security
ATTN: Grants Management Section
State Capitol
Sacramento, CA 95814-4900

MODIFICATION FLOWCHART

STEP 1: Right click project ledger tab, select “move or copy” option, then check box titled “make copy”. Place new sheet after ledger sheet.

STEP 2: Right click new sheet, select “rename” option. Rename tab “modification X”, with ‘X’ representing the modification number.

STEP 3: Select view option from top menu, click on “header and footer”. Change footer to show “modification” instead of “application ledger”. Also enter modification period in footer.

STEP 4: Make necessary corrections to modification sheet. Strikethrough lines and change to red font. Insert new lines below the strikethrough line and change font to blue.

STEP 5: Send workbook to OHS grant representative electronically. Grant representative will create approved worksheet and return workbook with approved tab to sender.

STEP 6: Print original modification sheet, approved modification sheet and signature page. Original modification request worksheet showing changes and approved modification worksheet is then sent by mail with original signature of Authorized Agent.

STEP 7: FISCAL TECHNICIAN INPUTS MODIFICATION INTO ALS UPON RECEIPT OF MODIFICATION BY MAIL WITH ORIGINAL SIGNATURE FROM AUTHORIZED AGENT.

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,

A handwritten signature in blue ink, appearing to be 'L. Davis'.

Larry M. Davis
Deputy Director
Grants Management

STEP 1

Right click project ledger tab, select “move or copy” option, then check box titled “make copy”. Place new sheet after ledger sheet.

STEP 2

Right click new sheet, select “rename” option. Rename tab “modification X” with ‘X’ representing the modification number.

STEP 3

Select view option from top menu, click on ‘header and footer’. Change footer to show “modification” instead of “application ledger”. Also enter modification timeframe in footer.

STEP 4

Make necessary corrections to modification sheet. Strikethrough lines and change to red font. Insert new lines below the strikethrough line and change font to blue.

STEP 5

Send modification to OHS grant representative electronically. Grant representative will create approved worksheet and return workbook with approved tab to sender.

STEP 6

Print original modification sheet, approved modification sheet and signature page. Original modification request worksheet showing changes and approved modification worksheet is sent by mail with original signature of Authorized Agent.

STEP 7

Fiscal Technician inputs modification into ALS upon receipt of modification by mail with original signature from Authorized Agent.